

## FREQUENTLY ASKED QUESTIONS

### My spouse passed away, how do I get their name off of AREIS Online?

AREIS Online displays the names that are listed on the deed of the property. Depending on how title is held, there are a number of ways removing a person's name from the deed may need to happen.

If you both currently hold title with rights of survivorship, you will need a certified copy of the Death Certificate and an Affidavit of Survivorship. An attorney or title company can create the Affidavit of Survivorship for you.

If the property is not held with rights of survivorship, you will most likely need to obtain a Certificate of Transfer from the Probate Court.

### Where can I find a notary to notarize my deed?

Most attorneys are notaries, and title companies also have notaries on staff. You can search a notary's name on the Ohio Secretary of State's website to ensure that they are a notary in the State of Ohio.

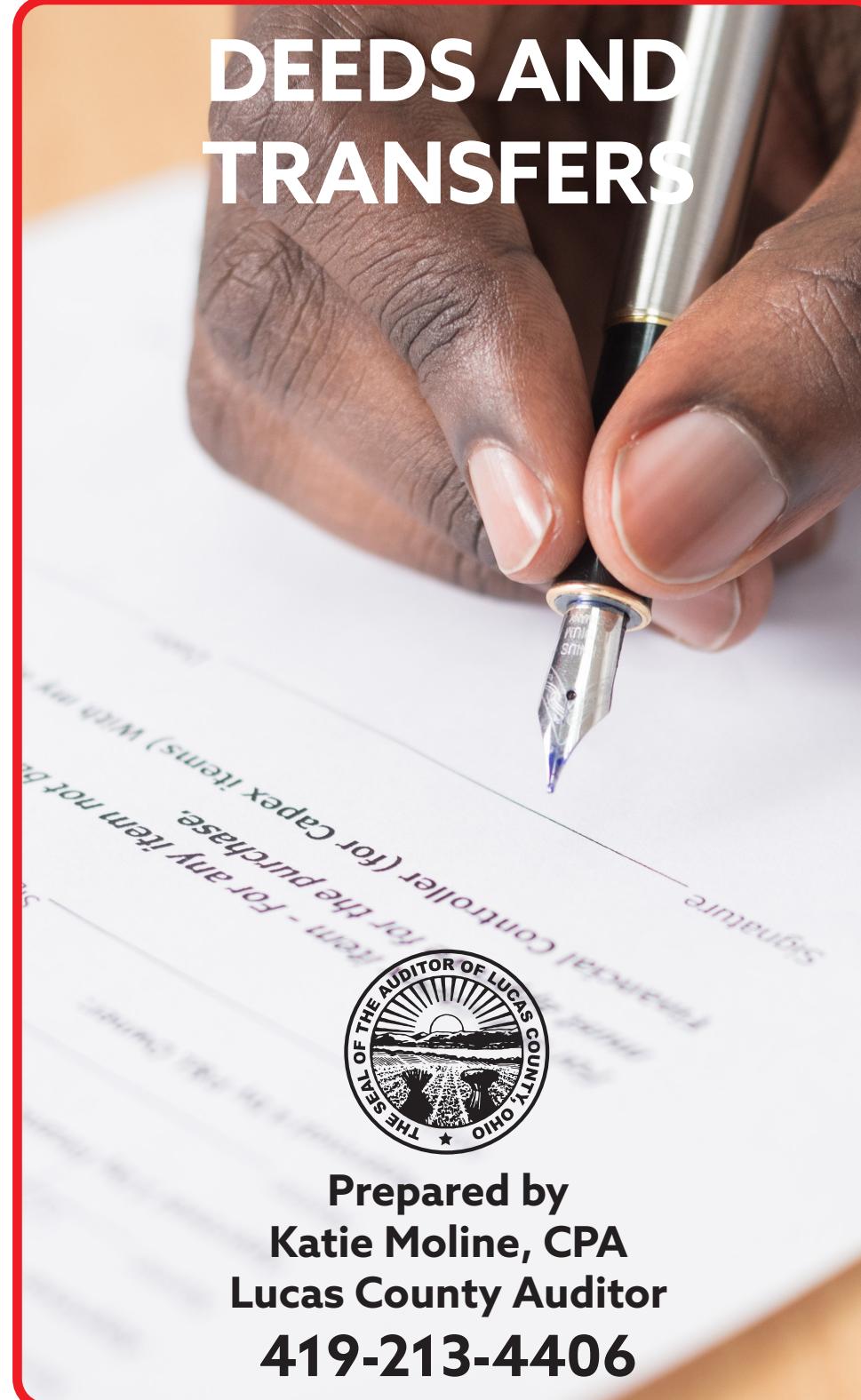
**NOTE: A notary public may charge a fee of up to \$5 per document that needs to be notarized, or up to \$25 per document for online notarization. For questions about notaries, please visit the Ohio Secretary of State's website for more information at [ohiosos.gov/notary](http://ohiosos.gov/notary)**

### How do I transfer my property from my name to my LLC?

### How do I add a name to my property?

To make any changes to your property, a new deed needs to be drawn up. It is recommended to have an attorney or title company prepare the deed, since it is a legal document and any errors could cause the document to be rejected or cause more trouble for you down the road.

# DEEDS AND TRANSFERS



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## WHAT IS A DEED?

A deed is a signed legal instrument used to transfer ownership of real property from the former owner (grantor) to the new owner (grantee).

Every time a property sells or is otherwise given new ownership, a new deed must be created to legally change the owner. A deed is not a single piece of paper that can be passed down through generations or handed to a new owner to give them ownership rights (like what you've seen in movies or tv shows).

After a deed is presented to the County Auditor for transfer, it must be brought to the County Recorder to be recorded as an official record.

## CONVEYANCE AND TRANSFER FEES

The conveyance fee is required by law. Lucas County charges 0.4% (or \$4 per \$1000) of the sale price or value paid for the interest being transferred.

Additionally, there is a parcel transfer fee that is charged by the Auditor's Office of \$0.50 per parcel.

Not every property transfer is subject to the conveyance fee. Ohio law sets forth 25 exemptions under which no conveyance fee is collected.

Some of these exemptions are transfers due to death, court order, and sale or purchase by a governmental unit.

In addition to the transfer and conveyance fees, there are also recording fees that are charged by the Lucas County Recorder's Office. To confirm the recording fees for your legal instrument, you will need to bring your document to the Lucas County Recorder's Office or call 419-213-4400.

## WHAT IS THE TRANSFER PROCESS?

1. Have a new transfer document created.

**It is recommended to have the deed created by an attorney or title company to ensure that it is done correctly. If any detail of your document isn't correct, the documents may be rejected, or even more trouble may be created - immediately or even years down the road.**

2. Bring the completed transfer document and all parties involved with the transfer, as well as any pertinent documentation, to the Auditor's Office.

**NOTE: You need a valid government ID to enter the building. Please make sure you bring this with you.**

3. Pay all required fees. This may include the conveyance fee, the transfer fee, and the Recorder's fees.

4. The Auditor's Office updates the owner information on the transfer card.

5. The Auditor's Office stamps the transfer document to verify the transfer.

6. The verified and stamped transfer document is brought to the Recorder's Office for recording.

7. The recorded transfer document is stamped by the Recorder's Office and uploaded to the Recorder's online database.

8. The original recorded and stamped transfer document is mailed back to the "mail to" address noted on the deed. If a title company created the transfer document, the deed will likely be mailed back to the title company used.